

OCCUPATIONAL SAFETY AND HEALTH REPORT

CENTRAL INTELLIGENCE AGENCY

CALENDAR YEAR 1978

I. EMPLOYEE INVOLVEMENT

A. A nonmanagement employee from each of the major Directorates serves on the CIA Safety Committee which is also comprised of the CIA Safety Officer, Health Officer, and representatives of the major components. The Committee provides policy and procedural guidance to the Safety and Health Official on matters relating to the Agency's Safety and Health Program such as regulations changes, adoption of standards, evaluations of the Program by the Department of Labor and the International Loss Control Institute, as well as the Agency's responses to these evaluations, and the need for additional expertise to assist in the Program.

B. The Agency Headquarters Safety and Health Regulation was revised and publication is pending final coordination within the Agency. The regulation includes information concerning the reporting of unsafe or unhealthful working conditions, accidents and fires. The regulation also includes one section on the rights of employees as provided for in 29 CFR 1960. Among the rights listed are the right to report and request inspections of work places without fear of coercion, to assist in such inspections, and the right to appeal to the Office of Federal Agency Programs, Department of Labor. In addition, the Occupational Safety and Health Notices provided by the Department of Labor, which advise employees of their rights and responsibilities under the Occupational Safety and Health Act, Executive Order 11807 and 29 CFR 1960, have been posted on the bulletin boards in buildings occupied by Agency personnel. The names and telephone numbers of the CIA Designated Safety and Health Official, the CIA Safety Officer and the CIA Health Officer have been added to the notices. Thirty-five complaints regarding unsafe or unhealthful working conditions were reported to the CIA Safety Officer during 1978.

C. Safety and health standards are presented to the CIA Safety and Health Committee for review and comment prior to their adoption by the Agency. The nonmanagement employees on the Committee are responsible for consulting with the respective components. Further, the Headquarters Safety and Health Regulation advises employees that copies of the Occupational Safety and Health Act, the Agency's safety and health standards, and the annual report to the Department of Labor are retained in the CIA Main Library and the Office of the CIA Safety Officer for reference.

D. Five members of the Safety Branch are members of the Potomac Chapter, Federal Safety and Health Council. Representatives from the Safety Branch also attend the annual National Safety Congress, Federal Safety and Health Conference, and the Regional Conference of the Federal Safety and Health Council.

E. The Safety and Health inspecting officer is accompanied during an inspection by the component safety officer and, in many instances, an employee who records the violations and recommended corrective actions. If these hazards are corrected immediately, no notices are posted. If unsafe or unhealthful conditions are not corrected immediately and are considered to present an imminent danger, the process is discontinued, equipment taken out of service, or the area marked accordingly. Inspection follow-up procedures ensure that recommended corrective actions are implemented.

II. EXECUTIVE SUPPORT AND DUTIES

A. The Director has personally signed a notice to each employee telling them that it is the policy and intent of the Agency to provide all employees with a working environment free of safety and health hazards. Also, the revised Headquarters Safety and Health Regulation has a POLICY section covering nine provisions of 29 CFR 1960.

B. There has been no change in the procedures for funding the Agency's Safety and Health Program since the report for Calendar Year 1977. The Agency does not have an identifiable Occupational Safety and Health Item in its budget as provided for in OMB Circular A-11. Adequate funds were appropriated for the conduct of safety inspections, training programs, training of professional safety officers, acquisition of promotional and educational material, procurement of instruments to enable safety officers to monitor potentially hazardous conditions, and for such other programs that the Safety Branch recommends. The Safety Branch used approximately \$38,000 during 1978 for these

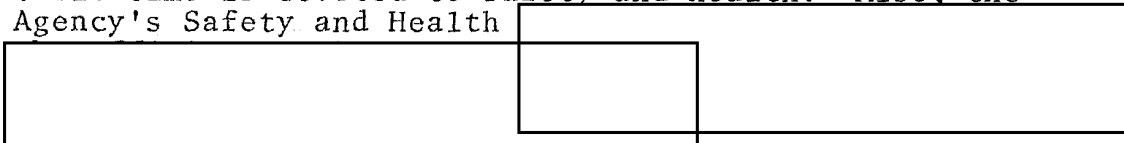
purposes. The costs for safety equipment, personal protective equipment, devices necessary to protect employees from safety and health hazards, as well as costs for new installation and renovations to meet safety and health standards, are normally borne by the applicable components. For instance, the budgets of several components included \$143,000; \$115,000; \$305,000; \$650,000 and \$200,000 for safety and health related expenditures.

C. The organizational structure of the Occupational Safety and Health Program within the Central Intelligence Agency is reflected in Attachment 5.

III. SAFETY AND HEALTH HEADQUARTERS AND FIELD STAFF
FUNCTION

A. Full-time personnel by titles and grade levels in the Agency's Safety and Health Headquarters and field units are listed in Attachment 2. As you have been advised in previous reports, the number of employees is classified.

B. Attachment 3 reflects that a field unit is defined as a facility or installation under official control of Central Intelligence personnel away from the Washington, D.C. area. The names, addresses and average employment of these units are classified. There are no full-time safety personnel assigned in the field; however, there are 10 Office of Communications officers overseas who are trained as safety and health inspectors and a large percentage of their time is devoted to safety and health. Also, the Agency's Safety and Health



C. Attachment 4 reflects that the names and addresses of the full-time OSH personnel listed on Attachment 2 are classified.

D. The responsibilities and duties of OSH Staff at the Headquarters and field levels are outlined in the Agency's Headquarters [redacted] Health Regulations.

IV. OPERATING MANAGEMENT AND SUPERVISORY DUTIES

A. Agency safety and health regulations outline responsibilities of management personnel regarding the OSHA and the Agency's Safety and Health Program.

B. Occupational Safety and Health Notices, provided by the Department of Labor, are posted in Agency buildings

[redacted] Copies of the OSHA, Executive Order 11807, and 29 CFR 1960 are on file in the library of the Headquarters Building, the Safety Branch, [redacted] for reference by employees.

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C. Each component safety officer in the Headquarters area is briefed regarding the OSHA, Executive Order 11807, 29 CFR 1960, and the responsibilities of component safety officers. Component safety officers at field installations are briefed at the time the installation is inspected. However, their responsibilities are outlined in a [redacted]

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[redacted] Special briefings are also conducted for management personnel.

D. The CIA Safety Officer and Health Officer are members of the CIA Safety Committee. Policy and procedural changes affecting the Occupational Safety and Health Program are brought directly to members of the Committee.

E. Safety and Health Regulations contain a policy commitment that all individuals who make work assignments are responsible for the safety and health conditions and practices within their areas of control. Personnel regulations state that supervisors and others who assign work directly to individuals have an important responsibility for safety and health conditions and practices within their areas of control and rating officials will consider these factors when completing performance evaluations.

F. Employees are responsible under Safety and Health regulations for notifying their supervisors and safety officers of any unsafe or unhealthful working conditions. The regulations also require that action be taken without delay to correct the conditions. Any such report received in the Safety Branch is given immediate attention.

V. SAFETY AND HEALTH STANDARDS ADOPTION

The Agency has adopted the Occupational Safety and Health Standards promulgated by the Secretary of Labor, the National Fire Codes (including the Life Safety Code and National Electrical Code) published by the National Fire Protection Association, standards of the American National Standards Institute and the Basic Building Code

published by the Building Officials and Code Administrators International, Inc. The Agency will also adopt applicable emergency temporary safety and health standards that may be established by the Secretary of Labor. The adoption of these standards and codes is reflected in the Agency's Safety and Health Regulation [] which was revised in 1978 and is currently being coordinated prior to publication.

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VI. SAFETY AND HEALTH TRAINING ACTIVITIES

A. Safety professionals received 780 hours of training during 1978. The following courses were attended by one or more employees, and the first four courses were conducted by the Occupational Safety and Health Administration, Department of Labor: Occupational Safety and Health Course for other Federal Agencies; Electrical Standards for Compliance Safety and Health Officers; Collateral Duty Safety Personnel Course; Electrical Standards Course for other Federal Agencies; Laser Microwave Hazard Workshop, U. S. Army Environmental Hygiene Agency, Aberdeen, Maryland; Laser Institute of America, College Park, Maryland; Flammable and Combustible Liquids, National Fire Protection Association; Seminar on Hazardous Materials, National Fire Protection Association; Interface Between Security and Life Safety, National Fire Prevention and Control Administration. They also attended the Federal Safety Conference, National Safety Congress, Women's Safety Congress, the Regional Federal Safety and Health Conference of the Federal Advisory Council. A member of the Safety Branch also attended a 5-day, high work safety conference conducted by the United States Air Force.

B. One member of the Safety Branch has earned 47 credits, 12 during 1978, toward his Ph.D in Health and Safety at the University of Maryland.

C. The safety professionals continued as members of and attended meetings of various professional safety and health organizations. Five are members of the Federal Safety and Health Council, four are members of the American Society of Safety Engineers, two are members of the Association of Federal Safety Employees, and one is a member of the American Industrial Hygiene Association. Also, the Agency continued as a sustaining member of the American Industrial Hygiene Association.

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D. Safety and health briefings covering the Occupational Safety and Health Act, Executive Order 11807, 29 CFR 1960 and the Agency's Safety and Health Program were presented to new employees and to employees at a [REDACTED]

E. Four 5-day basic and two 5-day advanced safety courses were presented for 105 employees who have collateral safety inspection responsibilities. Three 2-day safety and health familiarization courses were presented for newly appointed security officers. One 3-day safety and health familiarization course was also presented to thirteen Department of State employees.

F. The Safety Branch also sponsored two courses presented in the Headquarters area by personnel of the Occupational Safety and Health Administration Training Institute. The Electrical Standards for other Federal Agencies and the Safety Officers and Collateral Duty Safety courses were attended by 40 Agency employees and 4 guests from the National Security Agency.

G. Thirteen newly designated component safety officers in the Headquarters area were briefed regarding their responsibilities and the provisions of the Occupational Safety and Health Act, Executive Order 11807 and 29 CFR 1960.

H. Each employee who was assigned to a high-risk job, i.e., warehouse, laboratory, printing and photography, communications, etc., was given thorough training in operating procedures and use of equipment, chemicals, etc., as well as on-the-job training and attendance at special courses prior to assuming responsibility for the job.

I. The Office of Communications safety and health inspectors continued to participate in safety courses sponsored by the Safety Branch. All communications personnel are, or will be, given training in cardiopulmonary resuscitation (CPR), the use of oxygen equipment, and the handling of respiratory and cardiac emergencies. Safety practices are included, but not limited to communications courses. Safety training in the operation and maintenance of disintegrators, roof safety, electrical safety, and overall safety awareness was included in regular courses presented to the technical employees of the Office of Communications.

J. A number of simulated emergencies were declared to evaluate emergency procedures of the Office of Medical Services. This was performed by using one of our teaching mannequins placed in an unannounced area of the Headquarters Building and then using our emergency number to inform emergency teams that an acute problem existed. Times of response were recorded, and attempts were made to improve the critical response time and technique of cardiopulmonary resuscitation.

K. A joint study on the possible adverse effects of stress on personnel in a 24-hour sensitive operational area in the Headquarters Building was conducted by the Office of Medical Services.

L. A physician and nurse from the Office of Medical Services, Headquarters, presented special training to the women [redacted] on the early detection of cancer.

M. CPR training for employees has continued at an increased rate. Concentration has been in areas thought to have the most need for this critical training.

N. Two medical technicians demonstrated CPR in exercises conducted during Fire Prevention Week.

O. Five employees of a major Agency component attended a 1-week course dealing with x-ray and radiation safety, and one employee attended a 1-week course on the Fundamentals of Fire Protection.

P. A 2-hour training session on the basic safety operating procedures of industrial carts was presented to the cart operators in the Headquarters Building.

Q. A special tutorial course on the Occupational Safety and Health Act and the Agency Safety and Health Program was presented to eight senior Agency officials upon their reassignment.

R. A 3-hour lecture on suspect packages and safe handling procedures was presented to 21 employees who may become involved in such incidents.

S. A 1-day program emphasizing the relationship of the Agency's Safety and Health Program to activities of the Security survey officers was presented to 21 security officers.

T. The safety inspector of a logistics component attended a safety inspector training course at the International Safety Academy, Houston, Texas.

U. Two 1-day courses on fire prevention and suppression were conducted for the 12 employees of a

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V. Selected personnel in several major components were trained in the use of the Robertshaw resuscitator units. The units were also placed at numerous

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installations.

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VII. INSPECTION AND HAZARD ABATEMENT PROCEDURES

A. The CIA Safety Officer, by regulation, is responsible for conducting inspections and tests to evaluate the effectiveness of the Agency's Safety and Health Program and bringing unsafe or unhealthful working conditions to the attention of the responsible officials. An inspection of each facility on an annual basis as required by 29 CFR 1960.26 was not accomplished. However, priority was given

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were conducted for these individuals by Safety Branch personnel, in addition to the two 1-week safety courses presented in the Headquarters area by representatives of the Occupational Safety and Health Training Institute, Department of Labor.

C. Responsible officials are provided with an informal list of the recommendations upon completion of the inspection and prior to the departure of the safety official. A formal report is submitted at a later date. The official is requested to take immediate corrective action with a 30-day maximum. Further, he is requested to submit an abatement plan to the CIA Safety Officer if corrective action cannot be taken within 30 days. In many instances, the hazards are corrected during the inspection and before the inspector departs the facility.

D. As provided for in 29 CFR 1960.28, advance notices of the inspections in the field by Safety Officers of the Safety Branch are given for security reasons and to assure the presence of representatives of the official in charge. However, there are components in the Headquarters area where this requirement is not applicable.

E. If unsafe or unhealthful conditions or equipment are observed during inspections which are considered to present an imminent danger, the operation is discontinued or the equipment taken out of service as appropriate if the situation cannot be corrected immediately.

F. Additional procedures for the prevention and abatement of safety and health hazards included contracts to appropriate specialists for the evaluation of the carcinogenic potential of certain chemicals, the health and safety aspects of internal laboratories and techniques used in these laboratories, the proper handling and disposal of hazardous materials, and the safe shipping, handling and storage of Lithium batteries.

G. A program of OSHA compliance inspections was initiated throughout the Office of Logistics' major facilities using the criteria outlined in the Man and Manager, Inc., Safety Inspection Manual. Regular inspections were conducted of shop equipment, fire extinguishers, storage areas, and passageways to ensure all conform to established standards, are in good working order, and are free of clutter. Also, daily observations of employee work habits and routines were made and periodic group discussions on safety measures and good housekeeping were held to enhance

employee awareness in these areas. The program also includes the purchase of personal protective equipment and the installation or upgrading of safety protection devices on appropriate shop machinery.



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VIII. RECORDKEEPING AND REPORTING PROCEDURES

A. Reports of occupational injuries and illnesses were carefully analyzed and recorded in 40 cause categories. There were 559 injuries/illnesses (including first aid), an increase of 93 over the previous year. The total recordable injuries/illnesses (not including first aid) increased from 258 in 1977 to 301 in 1978. The three major causes of recordable injuries/illnesses remained the same for 1978, i.e., slips and falls, handling material and equipment (including lifting), and health hazards. The total of these three categories is 152 compared to 145 in 1977. The total number of days lost declined from 1840 in 1977 to 936 in 1978. The Agency's Safety and Health Regulations require that each accident be investigated and that the corrective action be indicated on the Agency's internal accident reporting form.

B. The Agency's Safety and Health Regulations require that all occupational injuries and illnesses, fires and accidents resulting in damage to Agency property or equipment be investigated and a report forwarded within six days to the CIA Safety Officer. Further, any occupational accident that results in the death of an employee, hospitalization of five or more employees or results in property damage of \$100,000 or more is reported within one working day to the CIA Safety Officer who immediately reports it to the Department of Labor in compliance with 29 CFR 1960.8.

C. Copies of reports concerning injuries, illnesses and accidents which occur in the field are retained at the field units and available for reference by employees there. However, due to the nature of the Agency's activities worldwide, all other records are retained in the files at Headquarters where they are available for reference by employees. Further, the Agency's Headquarters Safety and Health Regulation specifies that employees have the right of access to copies of the Agency's injury and illness statistics. A copy of these annual statistics is on file in the library of the Headquarters Building for ready reference.

IX. PROMOTIONAL AND INTER-AGENCY ACTIVITIES

A. The Agency continued its Promotional Activity Program in efforts to keep and increase employee interest and participation in the Agency's Safety and Health Program. The activities within the Program included the distribution of safety literature, the sale of safety related items through the Employee Activity Association, showing of films, participation in the National Safety Council's Safe Driver's Award Program, participation in the Suggestion and Achievement Awards Program, and by placing special emphasis on Fire Prevention Week, Defensive Driving Week, Cancer Awareness Month and Hypertension Month.

1. A total of [] safety brochures, 19 different types, were distributed to Agency employees worldwide. In addition, each month different safety and health posters were placed on bulletin boards in buildings occupied by Agency employees in the Headquarters area []

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[] The causes of the three highest rates of injuries were the subject of posters originated in the Agency's graphics department.

2. Off-the-job safety was promoted by the Agency Employee Activity Association through the sale of smoke detectors.

3. Seventeen safety and health films were shown a total of 51 times to [] employees.

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4. The Agency participated in the National Safety Council's Safe Driver's Award Program. Fifty-five employees received safe driving awards, one of which was a 25-year award and four were 15- and 20-year awards.

5. Employees were encouraged to submit safety and health suggestions through the Suggestion and Achievement Awards Program. The suggestion forms were made available in holders installed on bulletin boards in buildings occupied by Agency personnel in the Headquarters area. Twenty-five suggestions were evaluated during 1978.

6. Fire prevention and fire protection were emphasized in the Headquarters area during National Fire Prevention Week through fire drills and the use of displays, demonstrations, films and lectures in a special 30-foot by 70-foot tent set up on the Headquarters compound for three days. In addition, local fire organizations brought in firefighting and rescue equipment and demonstrated their use. Representatives of the Southern Maryland Electric Cooperative conducted a series of demonstrations on the hazards associated with high voltage transformers. Employees were also given the opportunity to use fire extinguishers on Class A and Class B fires.

7. Special emphasis was placed on Defensive Driving Week at the Headquarters Building through cooperation of the Fairfax County Police Department, National Highway Traffic Safety Administration, and the Maryland State Motor Vehicle Administration. The program included exhibits, the showing of films, demonstrations of the latest passive restraint system, i.e., air bag, and employee participation in tests for depth perception, brake reaction and color vision.

8. During Cancer-Awareness Month, kits were provided to employees who wished to participate in the Rectal-Colon Screening Program in an attempt to discover early malignancies of the gastrointestinal tract. Between four- and five-hundred employees participated.

9. A screening program was carried out in the Headquarters and other buildings in the metropolitan area during Hypertension Month. A number of newly discovered hypertension patients were either referred to their private physicians or had their blood pressures monitored in our dispensaries until an accurate diagnosis could be determined.

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X. INTRA-AGENCY EVALUATION PROCEDURES

An annual comprehensive statistical report covering occupational injuries, illnesses, fires and motor vehicle accidents incurred by CIA employees worldwide was prepared for the CIA Director. A copy of the report was also provided to each member of the CIA Safety Committee. The annual report submitted to the Secretary of Labor in compliance with Executive Order 11807 was also prepared and forwarded to the Director for his review and signature. Each component safety officer in the Headquarters area was provided a list of injuries and illnesses incurred quarterly by employees in the component. The annual summaries of occupational injuries and illnesses were posted for 30 days on bulletin boards in the buildings occupied by Agency employees in the Washington, D.C. area.

ACHIEVEMENT OF PLANNED GOALS AND OBJECTIVES FOR CY 1978

The following accomplishments were the results of the special emphasis placed on the goals and objectives for CY 1978 as projected in the CY 1977 report:

A. The Headquarters Safety and Health Regulation was revised to include additional provisions of 29 CFR 1960 recommended as the result of the evaluation review conducted in 1977 by the Office of Federal Agency Safety Programs, Occupational Safety and Health Administration, Department of Labor. The regulation is currently being coordinated within the Agency prior to its publication.

B. The CIA Director issued a policy statement over his signature indicating his support of the CIA Occupational Safety and Health Program. The Agency's safety and health policy is also included in the revised Headquarters Regulation.

C. An Industrial Hygienist entered on duty with the Safety Branch 5 June 1978.

D. A part-time clerk was hired on 21 March 1978 to assist with the clerical duties of the Safety Branch.

E. Each professional member of the Safety Branch attended at least one OSHA safety and health course and three members attended two OSHA courses.

F. The International Loss Control Institute, Loganville, Georgia, conducted an evaluation of the organization, management, standards, effectiveness, and resources of the Agency's Safety and Health Program.

G. Other priorities in the Safety Branch prevented the planned assistance to the component safety officers during inspection of their areas. However, personal contacts were made with many of them in efforts to increase their interest and participation in the Safety and Health Program.

H. Safety Branch personnel conducted four 5-day safety courses and two advanced safety courses instead of the three basic and two advanced courses scheduled. Special indoctrinations and short courses were also presented as reflected in paragraph VI. Safety Branch personnel devoted 569 hours providing safety training and indoctrinations to Agency employees.

I. The Headquarters personnel regulation covering Personnel Evaluation was revised to include the statement that supervisors and others who assign work directly to individuals have an important responsibility for safety and health conditions and practices within their areas of control, and rating officials will consider these factors when completing performance evaluations.

J. The planned special defensive driving classes were not held for drivers assigned to the Agency Motor Pool. However, to promote safe driving habits, all full-time Agency drivers are members of the National Safety Council (NSC) Safe Driver

Award Program. The program is administered by the Motor Pool safety officer who coordinates with the NSC in maintaining safe driver records and issuing safe driver awards. The NSC also provides booklets, posters, and other safety information which are received by all members on a monthly basis.

K. Four Forklift Operator Training Programs were conducted instead of the one scheduled. Each class had approximately 10 employees who received 14 hours of instruction in safe operating and maintenance procedures.

L. Additional emphasis was placed on employees' safety and health through special programs during Cancer-Awareness Month as reflected in paragraphs IX A(8), (9).

M. At least one representative of the Safety Branch attended meetings of the Potomac Chapter, Federal Safety and Health Council, and the American Society of Safety Engineers. Two members attended the National Safety Congress, the Federal Safety and Health Congress, and the Regional Conference of the Federal Safety and Health Council.

N. One major component initiated CPR training, installation of safety climbing equipment, and procured fire detection/alerting



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P. The regular biennial physical evaluation program has been continued and, in addition to the mandatory evaluations, an increasing number of employees took advantage of the laboratory and physical examinations on a voluntary basis. The executive evaluations

have been successfully maintained on a yearly basis. Consultative services were expanded to provide, as the need required, physicians to visit two additional buildings in the Headquarters area.

Q. The effectiveness of the Office of Medical Services emergency response procedures was enhanced with the procurement and use of three radios and a base station in the Office of Medical Services in the Headquarters Building.

SUBMISSION OF PROGRAM DOCUMENTATION

The published Safety and Health Regulation which implements Section 19 of the Occupational Safety and Health Act, Executive Order 11807 and 29 CFR 1960 is the same as CY 1977. However, it has been revised and will be published in 1979.

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GOALS, OBJECTIVES AND PLANNED ACTIVITIES FOR CY 1979

The Central Intelligence Agency will continue to administer its Occupational Safety and Health Program in accordance with provisions of the Occupational Safety and Health Act, Executive Order 11807 and CFR 1960. The evaluation report received from the International Loss Control Institute will also be used as a guide in administering the program. Specific actions are planned as follows:

A. Issue policy statements regarding:

1. Purchase and use of personal protective equipment.
2. Chemical inventory and the acquisition of material safety data sheets.

B. Prepare guidelines regarding medical surveillance of all personnel exposed to toxic chemicals and in high noise exposure areas.

C. Hire a safety specialist, GS Series 018, for assignment to the Safety Branch.

D. Special emphasis will be given to areas to be inspected by component safety officers in the Headquarters area. Arrangements have been made to assist the safety officers of one Directorate during their inspections, and the same procedure is planned for each component in the Headquarters area.

E. Development of the Motor Vehicle Safety Program with increased emphasis on the guidelines and regulations of the Department of Transportation and the National Institute of Occupational Safety and Health, U. S. Department of Health, Education, and Welfare.

F. Redesign the Agency's internal accident reporting form to provide more guidance to the investigator so that analysis of the completed form will indicate trends as well as basic causes.

G. Publish a safety bulletin quarterly that is meaningful to employees in terms of providing statistics, facts and preventive actions regarding the most prevalent accidents.

H. Schedule each safety professional for attendance at a course at the OSHA Training Institute. One member will continue his studies toward a Ph.D in health and safety.

I. Safety Branch personnel will continue conducting safety training and have scheduled a minimum of three 5-day basic, two 5-day advanced courses, and one 2-day indoctrination course. Efforts will also be made to conduct a Transportation of Hazardous Materials Course for appropriate Agency personnel.

J. Safety and health inspections will be given continued special attention with special emphasis on overseas areas. Six overseas [redacted] [redacted] trips are scheduled during 1979.

K. One major component has established the following safety and health objectives for 1979:

N. Expand the Promotional Activity Program to include a subscription for [] issues of the National Safety Council's quarterly "Family Safety" magazine. This magazine will be distributed to Agency components worldwide.

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O. Studies are to be conducted on the most practical method of reducing our screening x-ray to conform to agencywide Government standards.

P. Simulated emergency exercises will continue and be gradually increased in complexity.

Q. Physicians from the Headquarters Building will conduct routine physical examinations on Agency personnel stationed []. This will serve to upgrade the quality of these important qualifying examinations.

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R. A course in basic electrocardiography will be conducted for our nursing and medical technician personnel.

S. CPR instructions will be expanded to include a number of overseas stations. An Agency-wide health education program will be held to increase the awareness of all personnel in the value of CPR.

T. Upgrade circuit breakers, fire barriers, and alarm systems in the Headquarters Building.

U. Study the feasibility of installing a chain hoist system in the trash destruction area of the Headquarters Building to assist the operators in the handling of 55-gallon drums of ashes.

1. Ensure completion of projects presently underway, i.e., extension of sprinkler system, revamping of fire alarm system and updating of emergency lights.

2. Conduct at least one fire drill.

3. Explore the feasibility of establishing a Safety Committee.

4. Initiate safety and health training courses.

5. Present safety programs, films and seminars.

6. Arrange blood tests and other examinations for employees who work with toxic chemicals.

L. Officials at another [] installation established the following objectives to strengthen the safety and health program at that facility.

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1. Establish a Safety and Health Committee.

2. Become affiliated with the local Federal Safety and Health Council.

3. Expand the Fire and Safety Awareness Program to include special activities throughout the year instead of major emphasis only being placed during Fire Prevention Week and through static safety displays.

4. Have representatives of the Headquarters Safety Branch provide in-depth working briefings for management OSHA Program Supervisors to enable the facility to comply more fully with provisions of the Occupational Safety and Health Act and Executive Order 11807.

M. Have representatives of the Safety Branch attend meetings of the Potomac Chapter, Federal Safety and Health Council; the American Society of Safety Engineers; the Congress; and the Regional Conference of the Federal Safety and Health Council.

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ATTACHMENT 1

ADMINISTRATION OF SAFETY AND HEALTH PROGRAM

AGENCY NAME Central Intelligence Agency
ADDRESS Washington, D.C. 20505

AGENCY HEAD NAME STANSFIELD TURNER
TITLE Director
ADDRESS Central Intelligence Agency
Washington, D.C. 20505

AGENCY DESIGNATED
SAFETY AND HEALTH
OFFICIAL NAME *John F. Blake
TITLE Deputy Director for Administration
ADDRESS Central Intelligence Agency
Washington, D.C. 20505
25X1 PHONE NO.

AGENCY SAFETY
AND HEALTH
(COORDINATOR,
DIRECTOR, CHIEF,
MANAGER, ETC.) NAME
25X1 TITLE Safety Officer
ADDRESS Central Intelligence Agency
Washington, D.C. 20505
25X1 PHONE NO.

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ATTACHMENT 1 (cont.)

ADMINISTRATION OF SAFETY AND HEALTH PROGRAM

AGENCY SAFETY
AND HEALTH
(COORDINATOR,
DIRECTOR, CHIEF,
MANAGER, ETC.)

NAME
TITLE Health Officer
ADDRESS Central Intelligence Agency
Washington, D.C. 20505
PHONE NO.

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AGENCY SAFETY & HEALTH STAFFING IN
HEADQUARTERS & FIELD UNITS

GS SERIES	GS GRADES													
	5-8		9-11		12		13		14		15		16	
	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU
SAFETY ENGINEER (803)									1					
SAFETY SPECIALIST (018)	1*		1											
SAFETY TECHNICIAN (019)														
INDUSTRIAL HYGIENIST (690)			1											
FIRE PROTECTION ENGINEER (804)			1											
FIRE PROTECTION & PREVENTION (081)														
OTHER FULL-TIME (SPECIFY)														
Safety Manager (018)							1							
Safety Assistant (018)	1													
Safety Inspector			2											
TOTAL FULL-TIME	2		5				1		1					

HQ=HEADQUARTERS

FU=FIELD UNITS

NUMBER OF EMPLOYEES:

Headquarters NA

Field Units NA

Total NA

VACANCIES IN SAFETY & HEALTH STAFFING:

Headquarters Safety Specialist GS-10
Scheduled EOD January 1979

Field Units None

* On 9-month assignment to Safety Branch

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ATTACHMENT 3

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 SAFETY & HEALTH STAFFING OF FIELD UNITS

DIRECTIONS: List the agency field units and provide the requested information for each unit in the following table. Define organizationally the term "field unit" relative to the agency mission, size and organization. The table should include both full-time and collateral-duty personnel. For field units staffed with collateral-duty personnel, the number of personnel and the total work (in man-years) spent on safety and health should be entered for each grade level. For example, a field unit with three GS-7 collateral-duty safety and health personnel, each devoting 40% of his work time to safety and health activities, would expend a total of 1.2 man-years for that grade on safety and health activities. This would be entered in the table as 3(1.2) in the CD column for the GS 5-8 grade level.

DEFINITION OF FIELD UNIT: A facility or installation away from the Washington, D.C. area under the control of Central Intelligence Agency personnel.

FIELD UNITS (NAMES, ADDRESSES AND AVERAGE EMPLOYMENT)	GS GRADES													
	5-8		9-11		12		13		14		15		16	
	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD
<u>CLASSIFIED</u>														

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ATTACHMENT 4

FULL-TIME OSH PROFESSIONALS

Directions: Complete this form for each full-time professional at both the headquarters and field levels indicated on Attachment 2. The professional should be in the job series GS 803, 018, 019, 804 and 081.

NAME	CLASSIFIED

TITLE	_____

JOB SERIES	_____

WORK ADDRESS	_____

TELEPHONE	_____ (COMMERCIAL)
	_____ (FTS OR OTHER)

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